

Section 101 TERMS, FORMAT AND DEFINITIONS

101.01 General. The titles and headings of the sections, subsections and subparts are intended for reference and shall not be considered as bearing on their interpretation.

When a publication is specified, the most recent issue including interim publications prior to the date of the advertisement for proposals for the Project is intended, unless otherwise specified.

Whenever the following abbreviations, terms or pronouns are used in the specifications or in other contract documents they shall have the following meaning:

101.02 Abbreviations.

AAN	American Association of Nurserymen
AAR	Association of American Railroads
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
AGC	Associated General Contractors of America
AIA	American Institute of Architects
AISI	American Iron and Steel Institute
ANSI	American National Standards Institute, Inc.
APA	Authorized Public Agency
API	American Petroleum Institute
ARA	American Railway Association
AREMA	American Railway Engineering and Maintenance of Way Association
ARTBA	American Road and Transportation Builders' Association
ASCE	American Society of Civil Engineers
ASLA	American Society of Landscape Architects
ASME	American Society of Mechanical Engineers
ASNT	American Society for Non Destructive Testing
ASTM	American Society for Testing and Materials
ATSSA	American Traffic Safety Services Association
AWPA	American Wood Preservers' Association
AWS	American Welding Society
AWWA	American Water Works Association
CIA	Construction Influence Area
CRSI	Concrete Reinforcing Steel Institute
DBE	Disadvantaged Business Enterprise
FHWA	Federal Highway Administration, U.S. Department of Transportation
FSS	Federal Specifications and Standards
ICEA	Insulated Cable Engineers Association
IEEE	Institute of Electrical and Electronics Engineers
IES	Illuminating Engineering Society
IMSA	International Municipal Signal Association
ISSA	International Slurry Surface Association
ITE	Institute of Traffic Engineers
MCL	Michigan Compiled Laws
MDEQ	Michigan Department of Environmental Quality
MDOT	Michigan Department of Transportation

MDNR	Michigan Department of Natural Resources
MIOSHA	Michigan Occupational Safety and Health Act
MMUTCD	Michigan Manual of Uniform Traffic Control Devices
MSA	Mine Safety Administration
MSA	Michigan Statutes Annotated (number always follows)
MTM	Michigan Test Method
NEC	National Electrical Code
NELMA	Northeastern Lumber Manufacturers' Association
NEMA	National Electrical Manufacturers' Association
NHPMA	Northern Hardwood and Pine Manufacturers' Association
NIST	National Institute of Standards and Technology
NPDES	National Pollutant Discharge Elimination System
NRMCA	National Ready Mix Concrete Association
RCRA	Federal Resource Conservation Recovery Act
SAE	Society of Automotive Engineers
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council
USDA	United States Department of Agriculture
UL	Underwriter's Laboratories, Inc.
WCLIB	West Coast Lumber Inspection Bureau
WWPA	Western Wood Products Association

101.03 Definitions.

Addendum. Graphic or written revisions to the contract issued by the Department after the advertisement but before the opening of the proposals.

Adjustment. A monetary revision to a contract unit price or to the entire contract.

Advertisement. The public announcement inviting Contractors to submit proposals for work to be performed and materials to be furnished.

Authorization. The Department's written approval of a contract modification.

Average Daily Traffic (ADT) The total volume of traffic during a given time period, greater than one day and less than one year, divided by the number of days in the time period.

Award. The Department's formal execution of the contract.

Base Course. The layer or layers of specified material placed on a subbase or subgrade to support a surface course.

Bid. See Proposal.

Bidder. The individual or legal entity submitting a proposal.

Bridge. A structure, including supports, built over a depression, watercourse, highway, railroad or other obstruction, with a clear span of more than 20 feet measured along the center of roadway.

Calendar Day. Every day shown on the calendar, beginning and ending at midnight. Unless otherwise designated, the word "day" shall mean calendar day.

Calendar Date Contract. A contract where the project is required to be physically complete or open to traffic on or before a designated date on the calendar.

Calendar Day Contract. A contract where the time required to physically complete the project or open it to traffic is designated by the number of calendar days.

Certification of DBE Contractors. The process by which the Department establishes that a Contractor meets the Federal requirements as a DBE.

Change. Addition to or deletion from a contract item or condition.

Commission. The Michigan State Transportation Commission.

Construction Influence Area (CIA). The project and the area surrounding the project, as shown in the contract, that defines the limits of responsibility for traffic control.

Contract. The written agreement between the Department and the Contractor setting forth the obligations of the parties for the performance of and payment for the prescribed work.

Contract Item (Pay Item). An item of work in the contract.

Contract Modification. The regulation form prepared as a recommendation for changes in, adjustments or extras to the contract. The contract modification becomes an authorized when signed by the duly authorized MDOT representative.

Contract Time. The time assigned in the contract to perform and complete all the work, including authorized extensions of time.

Contract Unit Price. The unit price of a contract item.

Contractor. The individual or legal entity contracting with the Department for performance of prescribed work and supplying materials.

Controlling Operation. An operation that, if the Contractor's expected rate of performance is not met or the scheduled start date is delayed, would delay the opening to traffic or completion of the entire project. The operation may be on or off the job site. The size of the operation is not a factor.

Coordination Clause. A clause in the contract that requires the Contractor to coordinate construction activities with other agencies, utilities or Contractors.

Culvert. A structure, including supports, built over a depression, watercourse, highway, railroad or other obstruction, with a clear span of less than 20 feet measured along the center of roadway.

Department.

- A. The Michigan Department of Transportation, when the State is the awarding authority, or
- B. The Board of County Road Commissioners or the County of Wayne, when a County is the awarding authority, or
- C. The City or Village or authorized representative, when the City or Village is the awarding authority.

Designated Classifications. Work classifications that the Department lists in the proposal as the major work classifications required to construct the project, requiring appropriate prequalification to perform the specified work.

Determined Low Bidder. The bidder who is determined to have the lowest responsible proposal on a project when all necessary requirements have been satisfied.

Director. The person, as provided by law, to serve as the principal executive officer of the Department and responsible for executing the policy of the Commission.

Earth Grade. The elevation of the completely graded roadway before placing the pavement structure.

Engineer.

- A. The Director of the Department or the Engineer designated by the Director, acting directly or through authorized representatives, who is responsible for engineering supervision of the construction, when the State is the awarding authority, or
- B. The Engineer representing the County, when the County is the awarding authority, or
- C. The Engineer representing the City or Village, when the City or Village is the awarding authority.

Estimate.

- A. **Final Estimate.** The compilation of quantities showing work performed; upon which final payment is made.
- B. **Progress Estimate.** An estimate made as the work progresses showing estimated work performed and materials furnished; upon which periodic payments are made.

Extension of Time. Additional contract time authorized by the Department.

Extra Work. All work determined to be essential to the satisfactory completion of the contract. This work did not appear in the proposal as a specific item of work and was not included in the price bid for other items in the contract.

Falsework. Any temporary facility/device used to support the permanent structure until it becomes self-supporting. Falsework would include, but not be limited to, steel or timber beams, girders, columns, piles and foundations, and any propriety equipment including modular shoring frames, post shores, and adjustable horizontal shoring.

Float The total available time to complete a non-controlling operation or sequence of non-controlling operations, as designated by the Contractor in the progress schedule, minus the total planned duration associated with the non-controlling operation or sequence of non-controlling operations. Float is a shared commodity. Either the Department or the Contractor has full use of the float until it is depleted.

Forms. A facility device or mold used to retain plastic or fluid concrete in its designated shape until it hardens.

Grade Separation. A structure that provides for highway traffic, pedestrian traffic, or utilities to pass over or under another highway or the tracks of a railway.

Highway. A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way.

Holidays. Recognized State holidays are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Inspector. The representative of the Engineer, assigned to make inspections of contract performance.

Laboratory. A testing laboratory operated by or designated by the Department.

Labor Dispute. A controversy between the Contractor and the Contractor's employees, union, bargaining agents, suppliers, or suppliers' bargaining agents, or between unions which results in a work stoppage.

Lien Bond. The security furnished by the Contractor and the Contractor's Surety to guarantee payment of the debts covered by the bond.

Local Traffic. Traffic that has origin or destination within the CIA.

Major and Minor Items of Work. Contract items having an original item value which meets any of the criteria herein shall be considered major items of work. All other original contract items are considered minor. The original item value is product of the plan quantity of the contract item and the contract unit price.

- A. The original contract amount is less than or equal to \$5,000,000 and the original item value is equal to or greater than 5 percent of the original contract amount.
- B. The original contract amount is greater than \$5,000,000 but less than or equal to \$20,000,000 and the original item value is equal to or greater than 4 percent of the original contract amount but not less than \$250,000.

- C. The original contract amount is greater than \$20,000,000 but less than or equal to \$30,000,000 and the original item value is equal to or greater than 3 percent of the original contract amount but not less than \$800,000.
- D. The original contract amount is greater than \$30,000,000 and the original item value is equal to or greater than 2 percent of the original contract amount but not less than \$900,000.
- E. If no major contract items are identified using the criteria in A through D above, then the major item or items shall be all of the original contract items, in sequence from the greatest original item value to the next lower item value and so on, until the total original value of the items adds up to 60 percent of the original contract amount.

Maximum Unit Weight or Maximum Density. The value of the weight per unit volume established for a material.

Median. The portion of a divided highway separating the traveled ways.

Net Prequalification. The current balance of the Bidder's established prequalification rating. This is obtained by subtracting the uncompleted work on hand from the established rating.

Non-Controlling Operation. An operation that, if the Contractor's expected rate of performance is not met or the scheduled start date is delayed, would not delay the opening to traffic or completion of the entire project. The operation may be on or off the project site. The size of the operation is not a factor.

Notice to Proceed. Written notice to the Contractor to begin the contract work. When applicable, the notice will include the starting date of the contract time.

Pavement Structure. All combinations of subbase, base course, and surface course, including shoulders, placed on a subgrade.

Performance Bond. The security furnished by the Contractor and the Contractor's Surety to guarantee performance of the work in accordance with the contract.

Plan Grade. Vertical control grade shown on plans.

Plan Quantity. The original contract quantity of an item of work.

Plans. The contract drawings that show the location, character, and dimensions of the prescribed work. Contract drawings also include the following:

- A. **Standard Plans.** Drawings approved for repetitive use, showing details to be used where appropriate. The standard plans that apply to the project will be designated in the contract.
- B. **Working Drawings.** Supplemental design sheets or similar data that the Contractor may be required to submit to the Engineer. Examples of these include, but are not limited to,

stress sheets, shop drawings, erection plans, falsework plans, framework plans, cofferdam plans, and bending diagrams for reinforcing steel.

Prequalification of Contractors. A process used by the Department to determine the work classifications a Contractor is eligible to perform and the maximum contract amount which the Contractor's resources enables it to manage. This is done in accordance with the "Administrative Rules Governing the Prequalification of Bidders for Highway and Transportation Construction Work."

Progress Clause. A part of the proposal stating starting, all intermediate and completion dates, and/or number of work days, and other restrictions or conditions.

Progress Schedule. A sequential listing of all the controlling operations and the estimated time the operations will remain controlling. The progress schedule is submitted by the Contractor and approved by the Department prior to award of the contract and becomes part of the contract.

Project. A specific section of the highway or property on which the construction operation is to be performed as described in the contract.

Project Limits. The physical limits given in the contract showing the points of beginning and ending of the work included in the project.

Proposal. A bidder's written offer to perform work at quoted prices.

Proposal Appeal Committee. The committee that performs the final administrative review of appeals of low proposal rejections except for contracts that require approval by the Commission.

Proposal Form. The prescribed document on which the bidder's written offer to perform stated work at the quoted prices must be submitted.

Proposal Guaranty. The security furnished by the Bidder as a guaranty of good faith to enter into the Contract for the work proposed.

Proposal Review Committee. The committee that reviews all proposals for adherence to bidding procedures.

Qualified Products List. A listing of specific materials which have been prequalified for use on projects.

Right-of-Way. A general term denoting land, property or interest therein acquired for or devoted to a highway, as shown on the plans.

Roadbed. The portion of the roadway between the outside edges of finished shoulders, or the outside edges of berm immediately back of curbs or gutters, when constructed.

Roadside. The portion of the right-of-way outside of the roadway.

Roadway. The portion of the right-of-way required for construction, limited by the outside edges of slopes and including ditches, channels, and all structures pertaining to the work.

Seasonal Limitation. The time during which construction of work items will be suspended unless otherwise specified in the contract.

Seasonal Suspension. The period between November 14 and April 16 unless otherwise specified in the contract.

Segregation. Areas of non-uniform distribution of coarse and fine aggregate particles in a pavement that are visually identifiable or can be determined by other methods.

Shoulder. The portion of the roadway adjacent to the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Sidewalk. That portion of the roadway primarily constructed for pedestrian use.

Specialty Classifications. Work classifications that the Department considers to require specialized equipment or crafts to an extent warranting being listed separately from the Designated Classification in the proposal.

Specifications. A general term applied to all written directions, provisions and requirements concerning the performance of the work.

- A. **Standard Specifications.** All requirements and provisions contained in this book.
- B. **Supplemental Specifications.** Detailed specifications that add to or supersede the Standard Specifications.
- C. **Special Provisions.** Revisions and additions to the Standard and Supplemental Specifications applicable to an individual project. An addendum is a Special Provision.

State.

- A. The State of Michigan, when the State is the awarding authority, or
- B. The County, when a county is the awarding authority, or
- C. The Municipality, when a city or village is the awarding authority.

Subbase. The layer of specified material placed on the subgrade as a part of the pavement structure.

Subcontractor. The individual or legal entity that performs part of the work through a contract agreement with the Contractor.

Subcontract. The written agreement between the Contractor and any individual or legal entity to perform a part of the contract work.

Subgrade. The portion of the earth grade upon which the pavement structure is placed.

Substructure. All of the structure below the bearings of simple and continuous spans, the skewbacks of arches, and the tops of footings of rigid frames, including backwalls, wing walls, and wing protection railings; except backwalls designed integrally with the superstructure.

Superstructure. All of a structure not classified as substructure.

Surety. The legal entity or individual other than the Contractor, executing a bond(s) furnished by the Contractor.

Surface Course. The top layer of a pavement structure.

Temporary Road. A roadway and appurtenances constructed to help the movement of highway and pedestrian traffic around a construction operation.

Temporary Route. An existing road over which the traffic is temporarily detoured around a construction operation.

Temporary Structure. A bridge, culvert, or grade separation constructed to maintain traffic during the construction or reconstruction of a bridge, grade separation, or culvert.

Traffic Control Devices. Signs, signals, lighting devices, barricades, delineators, pavement markings, traffic regulators and all other equipment for protecting and regulating traffic in accordance with the MMUTCD, unless otherwise specified in the contract.

Traffic Lane. The portion of the traveled way used for the movement of a single line of vehicles.

Traffic Regulator. A person assigned to direct traffic, dressed and equipped as specified in the MMUTCD.

Traveled Way. The portion of the roadway designated for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Utility. Properties of railway, telegraph, telephone, water, sewer, electric, gas, petroleum, cable television and similar companies.

Work. The furnishing of all labor, materials, equipment, and other items necessary to complete the project according to the contract.

Work Day (Working Day). All days when, as determined by the Engineer, it is possible for the Contractor to effectively carry out work on the controlling operation.

Work Day Contract. A contract where the time required to physically complete the project or open it to traffic is designated by the number of work days.

Work Order. A written order by the Engineer requiring performance by the Contractor.